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6 August 1980

MEMORANDUM FOR: Acting Director of Personnel Policy, Planning,  
and Management

FROM: [redacted]  
SIS Support Staff

SUBJECT: IC Performance Awards and Rank Stipends

1. We spoke on 5 August re IC proposal concerning Performance Awards and Rank Stipends. You decided:

- a. to provide [redacted] advance notification that OPPPM will seek OGC guidance on IC Awards and Stipends, and
- b. to contact OGC and ask them to identify a focal point officer for SIS matters.

2. I have taken no action as I am not sure who is to notify [redacted] and contact OGC.

3. Of the two most controversial points in the IC proposal, one has been mooted by events while the other appears to be consistent with OPM's SES guidance.

Point 1 -- IC proposes to base awards on 50% of on-duty strength vice ceiling. This has been overtaken by current guidance limiting awards to 20% of "eligible career employees."

Point 2 -- IC proposes to submit, if there are deserving officers, one Distinguished Stipend and up to two Meritorious Stipend recommendations. While OGC guidance would still be required on this point, the proposal does appear consistent with OPM guidance (copy attached) that agencies with 16 to 50 positions could reasonably nominate one to three individuals for rank stipends.

4. The IC proposal is rather dated, being 9 May 1980. In view of recent events limiting awards and the need to clarify stipend question with OGC, it may be appropriate to discuss with [redacted] the desirability of forwarding the proposal as it now stands. I'm inclined to recommend that a new proposal be drawn up after OGC input is received (and the relatively minor question of D/PPPM's participation on IC Boards is settled), but I'm inexperienced and lack knowledge of the IC/CIA/OPPPM political scene and the ramifications of such a suggestion.

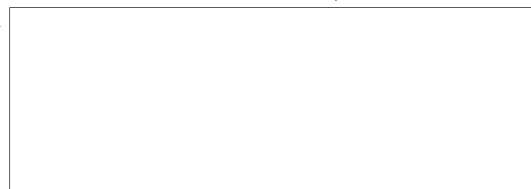
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5. I am requesting your guidance.

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Attachment:  
OPM Guidance

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Criteria

A nominee must have demonstrated (a) sustained accomplishment for Meritorious Executive, and (b) sustained extraordinary accomplishment for Distinguished Executive. Factors to be considered include, but are not limited to, the following:

- (a) demonstration of the qualities of strength, leadership, integrity, industry, and personal conduct of a level that establishes and maintains a high degree of public confidence and trust;
- (b) career achievements that are generally recognized throughout the agency or are acknowledged on a national or international level;
- (c) successful use of human resources as evident through high workforce productivity, effective development and recognition of subordinates, and achievement of equal opportunity goals;
- (d) demonstration of personal initiative and innovation in overcoming obstacles to achieve organizational objectives;
- (e) improvements in quality of work, efficiency and/or timeliness of performance;
- (f) achievement of significant cost reduction enabling the agency to reallocate resources to high priority activities;
- (g) unusual levels of cooperative efforts with other Federal agencies and governmental jurisdictions;
- (h) especially successful efforts in affirmative action;
- (i) record of accomplishment in a variety of programs and agencies.

It is expected that nominees normally will meet many of the foregoing criteria. In all cases nominees should reflect credit on the career civil service.

Procedures

The head of an agency may annually submit nominations to the Office of Personnel Management (Attn: Associate Director for Executive Personnel and Management Development), no later than the 15th of April of each year. While there are no statutory restrictions on the number of individuals an agency may nominate for an executive rank, Government-wide limitations are imposed by law in that, in any fiscal year, (a) the number of Meritorious Executive awards may not be greater than 5 percent of the SES positions total and (b) Distinguished Executive awards may not exceed 1 percent of the total number of SES positions authorized. Accordingly, agencies should consider both the legal restrictions and the table below as a general guide to the number of rank nominations that would be reasonable for agencies to send to OPM each fiscal year:

| <u>Total Number of Agency SES Positions</u> | <u>Number of Nominations</u> |
|---------------------------------------------|------------------------------|
| 1 to 15                                     | 1                            |
| <del>16 to 50</del>                         | <del>1 to 3</del>            |
| 51 to 75                                    | 3 to 5                       |
| 76 to 120                                   | 5 to 7                       |
| above 120                                   | 6% of total SES              |

Nominations will be considered strictly on the basis of merit and not on the basis of agency size or number of nominations from an agency. The agency should indicate for each nominee, which rank is being recommended. When an agency submits more than one nomination for the same rank, the agency's order or priority should be indicated. An individual nominated for Distinguished Executive will, if eligible, be automatically considered for Meritorious Executive if OPM does not consider the award of the higher rank appropriate. Nominations shall be signed by the agency head and the documentation submitted with each case should include (a) a completed OPM Form 1390; (b) a justification statement (not to exceed two pages) which includes: